

CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY)



OPEN NONPROMOTIONAL - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE	<p>SPOT EXAMINATION FOR:</p> <p>SEE ATTACHED LISTING OF LOCAL TESTING OFFICES</p> <p>Indicate in Block No. 1 of your application under the examination title the location where you wish to establish eligibility. Candidates may only establish eligibility in one location. If only one location is listed, indicate that location on your application.</p>
WHO SHOULD APPLY	<p>Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections (CDC) during this testing period. CDC testing period(s) for this examination is: January - December. Applications will not be accepted on a promotional basis.</p>
HOW TO APPLY	<p>Submit applications to address(es) indicated on the attached listing of Local Testing Offices. Each testing office will accept applications continuously and will notify and test applicants as needs warrant. You must submit a separate application to each testing office of your choice. Applications may be filed in person or by mail.</p>
APPLICATION DEADLINE/ REQUIREMENTS	<p>Applications will be accepted on a continuous basis and will be retained for 12 months. After this period, applicants should submit a new application.</p> <p>All applicants must meet the education and/or experience requirements for this examination at the time he/she files his/her application.</p> <p>NOTE: <u>Only applications with an original signature will be accepted.</u></p>
TEST DATE	<p>To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.</p>
SALARY RANGE(S)	<p>As of <u>8/30/00</u>: \$2580 - \$3138</p>
MINIMUM QUALIFICATIONS	<p>Either I</p> <p>Two years of experience in the California state service performing the duties of a Cook Specialist II (Correctional Facility) or a Cook Specialist II.</p> <p>Or II</p> <p>Experience: One year of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising and assisting with the preparation, cooking, and serving of meals for at least 250 persons a meal. And</p> <p>Education: Equivalent to completion of the eighth grade.</p> <p>Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.</p> <p>Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates.</p> <p>Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
EXAMINATION PLAN	<p>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.</p> <p>Written Test -- Weighted 100.00%</p> <p>Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities.2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.3. Food handling sanitation.

- EXAMINATION PLAN
(CONTINUED)
4. Food values as well as nutritional and economical substitutions within food groups.

5. Principles of effective supervision.

6. Food accounting.

7. Use of purchase orders for food and equipment.

8. Training methods.

9. The Equal Employment Opportunity Program objectives.

10. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
- B. Skill in:
1. Judging food quality.

2. Preparation and cooking of all food groups.
- C. Ability to:
1. Plan palatable and adequate menus.

2. Plan, organize, and direct the work of others.

3. Keep records and prepare reports.

4. Keep inventories and make requisitions.

5. Use appropriate equipment.

6. Determine food quantities necessary for groups of varying sizes.

7. Direct the preparation of special diets.

8. Plan food production to schedule.

9. Plan and conduct in-service training programs.

10. Analyze situations accurately and take effective action.

11. Effectively contribute to the equal employment objectives.

ELIGIBLE LIST INFORMATION	Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 24 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
POSITION DESCRIPTION AND LOCATION(S)	<p>The Correctional Supervising Cook (Correctional Facility) under direction assigns work, supervises, and gives instruction and training to employees and helpers from the resident population, evaluates their performance, and takes or recommends appropriate action; prepares, cooks, and dispenses food and serves as lead cook on a shift; apportions the food to the various dining rooms; supervises the maintenance of culinary utensils and equipment and the cleaning of various storage and work areas; makes inspections and maintains food handling practices and standards of safety and sanitation; requisitions, receives, inspects, stores, and inventories supplies; supervises garbage disposal; as required, plans menus in accordance with the established food allowance and determines the amount of food to be prepared; as required, acts for the Supervising Cook II (Correctional Facility) or Food Administrator I (Correctional Facility) in his/her absence; keeps records and prepares reports; maintains order and supervises the conduct of persons committed to the Departments of Corrections; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs.</p> <p>Position(s) exist with the institution(s) on the attached listing.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.
VETERANS POINTS/ CAREER CREDITS	Career credits or veterans preference points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference points. If you receive veterans preference points, you cannot also receive career credits in this examination.

GENERAL INFORMATION

Veteran's Preference: California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

Applications are available at Department of Corrections offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS FOR
SUPERVISING COOK I, CF AND CORRECTIONAL SUPERVISING COOK (CF) DATED 4/25/03.

CORRECTIONAL SUPERVISING COOK (CORRECTIONAL FACILITY)

AVENAL STATE PRISON
#1 Kings Way
P.O. Box 8
Avenal, CA 93204
(559) 386-0587 EXT. 5082
TDD: (800) 735-2922

CALIFORNIA CORRECTIONAL CENTER
711-045 Center Road
P.O. Box 790
Susanville, Ca. 96127-0790
(530) 257-2181 (800) 735-2922
(PLEASE NOTE, THIS INSTITUTION DOES NOT ADMINISTER DELEGATED EXAMINATIONS)

CALIFORNIA CORRECTIONAL INSTITUTION
24900 Highway 202
P.O. Box 1031
Tehachapi, CA 93581
(661) 822-4402 EXT. 4902
TDD: (800) 735-2922

CALIFORNIA INSTITUTION FOR MEN
14901 South Central Avenue
Chino, CA 91710
P.O. Box 128
Chino, CA 91708
(909) 597-1821 EXT. 4440
TDD: (800) 735-2922

CALIFORNIA INSTITUTION FOR WOMEN
16756 Chino-Corona Road
Corona, CA 92880-9508
P.O. Box 6000
Corona, CA 92878-6000
(909) 597-1771 EXT. 5530
TDD: (800) 735-2922

CALIFORNIA MEDICAL FACILITY
1600 California Drive
Vacaville, CA 95687
(707) 448-6841 EXT. 7082
TDD: (800) 735-2922

CALIFORNIA MEN’S COLONY
Highway 1
P.O. Box 8101
San Luis Obispo, CA 93409-8101
(805) 547-7900 EXT. 7943
TDD: (800) 735-2922

CALIFORNIA REHABILITATION CENTER
5TH Street and Western
P.O. Box 1841
Norco, CA 92860-0991
(909) 737-2683 EXT. 2144 or 2145
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, CORCORAN
4001 King Avenue
P.O. Box 8800
Corcoran, CA 93212-8309
(559) 992-8800 EXT. 5009
TDD: (800) 735-2922

CALIFORNIA STATE PRISON – DELANO II
1427 South Lexington, Suite 9
P.O. Box 6000
Delano, CA 93216
(661) 721-9498 EXT. 8451
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, LOS ANGELES COUNTY
Attn: Personnel Office
44750 – 60th Street West
Lancaster, CA 93536-7620
(661) 729-2000 EXT. 5229
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SACRAMENTO
Prison Road
P.O. Box 290010
Represa, CA 95671-0010
(916) 985-8610 EXT. 5336
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SAN QUENTIN
San Quentin, CA 94964-1086
(415) 454-1460 EXT. 5021
TDD: (800) 735-2922

CALIFORNIA STATE PRISON, SOLANO
2100 Peabody Road
P.O. Box 4000
Vacaville, CA 95696-4000
(707) 451-0182 EXT. 5557
TDD: (800) 735-2922

CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY STATE PRISON CORCORAN
900 Quebec Avenue
P.O. Box 7100
Corcoran, CA 93212-7100
(559) 992-7102 EXT. 5646
TDD: (800) 735-2922

CALIPATRIA STATE PRISON
7018 Blair Road
P.O. Box 5001
Calipatria, CA 92233-5001
(760) 348-7000 EXT. 5229
TDD: (800) 735-2922

CENTINELA STATE PRISON
2302 Brown Road
P.O. Box 731
Imperial, CA 92251-0731
(760) 337-7900 EXT. 5218
TDD: (800) 735-2922

CENTRAL CALIFORNIA WOMEN’S FACILITY
23370 Road 22
P.O. Box 1501
Chowchilla, CA 93610-1501
(559) 665-5531 EXT. 5041
TDD: (800) 735-2922

CHUCKAWALLA VALLEY STATE PRISON
19025 Wiley’s Well Road
Blythe, CA 92225
P.O. Box 2289
Blythe, CA 92226
(760) 922-5300 EXT. 5202 or 5205
TDD: (800) 735-2922

CORRECTIONAL TRAINING FACILITY
Highway 101 North of Soledad
P.O. Box 686
Soledad, CA 93960-0686
(831)-678-3951 EXT. 4570
TDD: (800) 735-2922

DEUEL VOCATIONAL INSTITUTION
23500 Kasson Road
P.O. Box 400
Tracy, CA 95378-0400
(209) 835-4141 EXT. 3866
TDD: (209) 836-1319

FOLSOM STATE PRISON
Prison Road
P.O. Box 71
Represa, CA 95671
(916) 985-2561 EXT. 4785
TDD: (800) 735-2922

HIGH DESERT STATE PRISON
475-750 Rice Canyon Road
Susanville, CA 96130
P.O. Box 270220
Susanville, CA 96127-0220
(530) 251-5100 EXT. 5634
TDD: (800) 735-2922
(PLEASE NOTE: THIS INSTITUTION ADMINISTERS DELEGATED EXAMINATIONS FOR CALIFORNIA CORRECTIONAL CENTER)

IRONWOOD STATE PRISON
19005 Wiley’s Well Road
P.O. Box 2229
Blythe, CA 92226
(760) 921-3000 EXT. 5403
TDD: (800) 735-2922

MULE CREEK STATE PRISON
4001 Highway 104
P.O. Box 409099
Ione, CA 95640
(209) 274-4911 EXT. 5261
TDD: (800) 735-2922

NORTH KERN STATE PRISON
2737 West Cecil Avenue
P.O. Box 5007
Delano, CA 93216-5007
(661) 721-2345 EXT. 5325
TDD: (800) 735-2922

PELICAN BAY STATE PRISON
5905 Lake Earl Drive
P.O. Box 7200
Crescent City, CA 95532-7200
(707) 465-1000 EXT. 9028
TDD: (800) 735-2922

PLEASANT VALLEY STATE PRISON
Attention: Personnel
24863 W. Jayne Avenue
P.O. Box 8506
Coalinga, CA 93210-1135
(559) 935-4966
TDD: (800) 735-2922

RICHARD J. DONOVAN CORRECTIONAL FACILITY
480 Alta Road
San Diego, CA 92179
(619) 661-6500 EXT. 7868
TDD: (800) 735-2922

SALINAS VALLEY STATE PRISON
31625 Highway 101
P.O. Box 1020
Soledad, CA 93960-1020
(831) 678-5500 EXT. 5636
TDD: (800) 735-2922

SIERRA CONSERVATION CENTER
5100 O’Byrnes Ferry Road
P.O. Box 497
Jamestown, CA 95327
(209) 984-5291 EXT. 5137
TDD: (800) 735-2922

VALLEY STATE PRISON FOR WOMEN
21633 Avenue 24
P.O. Box 99
Chowchilla, CA 93610-0099
(559) 665-6100 EXT. 5603
TDD: (800) 735-2922

WASCO STATE PRISON
701 Scofield Avenue
P.O. Box 8800
Wasco, CA 93280-8800
(661) 758-8400 EXT. 5192
TDD: (800) 735-2922